

# The Weatherization Xpress

## Program (File) Monitoring Tool Updated:

The WX Program (File) Monitoring Tool has been updated to include the following items:

- Verifying Zero Income
- Record Retention
- Additional Multi-Family Questions
- XRF Use by Other Departments or Entities—Rental agreement in place?
- ASHRAE Implementation
- Contractor Debarred List Review
- OSHA training Tracking
- Certification of Insulation Requirement
- Review of Cost allocation Plan
- Multiple Funding Sources Beyond DOE & LIHEAP
- For Profit entities
- Deferred Client Files & Processes

Each sub-grantee can expect IHCD's monitor to review these items during each Program/File Monitoring visit

## PRISM Results

IHCDA and INCAA are currently working to provide more customer data for use in upcoming PRISM analyses. By providing more complete pre- and post- Wx data on more clients, agencies will begin to see more accurate energy savings on your evaluations. This should give you a clearer picture of which homes, contractors, measures, and staff have been effective in reducing energy consumption. Please ensure that if you are providing weatherization to clients who did not complete an EAP application, that you get written permission from that client to access utility information for at least 12-24 months before and after services are delivered.



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## Training Reminders & Guidelines

- October 1, 2012—Individuals performing final inspections and crew supervisor duties must pass competency testing for those categories. Only exceptions are for new employees hired after April 1, 2012. Those individuals have six months from their hire date to pass the appropriate competency.
- October 1, 2012— All ARRA trained individuals must pass competency testing in the category in which they are performing work.
- BPI certifications of BA, BT and HT will continue to be in force until the expiration date on the card. Allowed BPI certifications must be received through INCAA's certification process. **BPI certifications from states or entities other than IHCD/INCAA are not recognized in Indiana's Weatherization Assistance Program.**
- Taking the new competency course is not enough to satisfy the October 1, 2012 training deadline. Each individual must also test for and pass the skills verification portion of the process. If you have taken the final inspector class but have not performed the skills verification testing, you will not be allowed performed final inspections after October 1, 2012. It is imperative that each sub-grantee monitor their staff and contractor employees for compliance with the new competency requirements.
- As the October 1, 2012 deadline draws closer, INCAA will be evaluating those who are registered for class in comparison to existing BPI certification holders. There might be instances where those holding current BPI certifications for BA, BT and HT will be removed from competency activities to allow space for those require to complete competency activities by the October 1, 2012 deadline.
- Due to limited space, sub-grantees should only send individuals through training who will provide Weatherization services moving forward. IHCD reserves the right to remove ones who do not match the production requirements. Please carefully monitor ones requesting and being approved for training.
- Questions or concerns regarding training should be directed to Ray Judy via email at [rjudy@ihcda.in.gov](mailto:rjudy@ihcda.in.gov)

## In-Progress Visits

Steve Osborne is in the process of performing in-progress work visits to IHCD's sub-grantees. These visits are focused on viewing in-progress work for mechanical measures, shell measures and final inspections. The visits are intended to allow Steve to meet the individuals performing the work, check for OSHA compliance, sample MSDS documentation, review overall work performance practices and share possible training needs with INCAA. At the end of each visit the Executive Director will receive a general letter outlining the positive aspects of the visit. The Wx Program Manager will receive a summary of the visit and the things observed during the visits. Feedback regarding the in-progress visits should be sent to Ray Judy via email at: [rjudy@ihcda.in.gov](mailto:rjudy@ihcda.in.gov)

## ASHRAE 62.2

Over the past three months IHCD has been conducting in-progress site visits and observing work being performed during mechanical, shell, and final inspection processes. During these visits repeated discussions have occurred pertaining to the types of fans being used and the installation processes needed to follow ASHRAE 62.2. The following information is designed to offer some helpful guidance to assist each sub-grantee in properly following ASHRAE 62.2.

Many of the fans being purchased from local hardware stores have controls that are not user friendly and do not meet the ASHRAE 62.2 standards. At times, the cost for these items are close to or as much as the cost of fans designed to meet the ASHRAE 62.2 standards.

The **Panasonic Whisper Green** Fans are examples of equipment designed to meet ASHRAE 62.2 standards at an affordable cost. Panasonic currently has two sizes of fans available. They are the FV-08VKS3 (80 CFM) and the FV-13VKS3 (130 CFM). Both of these fans utilize two separate switches. The first switch is needed to enable and disable the fan operation. The second switch controls the CFM flow and continuous run time following ASHRAE 62.2 requirements. When the switch is up, or in the on position, the fan runs at the rated CFM. When turned off, the fan reverts back to continuous operation. These models are also available with a motion detector sensor. The models featuring this option are the FV-08VKM3 and FV-13VKM3. The advantage to using the motion detection sensor is that you only need one switch. When the switch is in the up position the fan will follow pre-set CFM and delay timing. When the switch is in the down position the fan operation will be disabled. No matter which fan is utilized it must be grounded meeting the manufacturer's specifications. Clients must receive education on the operation and use of all fans installed to meet ASHRAE 62.2 requirements.

Special note: The Whisper Green fans include a built in back draft damper and it is highly recommended to have only qualified personnel install this equipment. The following link contains installation and operation information for the Whisper Green fans: [http://panasonic.com/business/building-products/ventilation-systems/resource-center/weatherization\\_resource.asp](http://panasonic.com/business/building-products/ventilation-systems/resource-center/weatherization_resource.asp).

When there is an existing, operable bath fan meeting the ASHRAE 62.2 minimum ventilation requirements, the **Lipidex Corporation** manufactures an air cycle control called the **Smart Exhaust Switch**. This switch is designed to be used under a single pole light switch cover. There are only two settings on the Smart Exhaust switch, Ventilation and Delay. Ventilation controls the minutes per hour that you want the fan to operate. Delay controls the number of minutes you want the fan to run after the fan has been turned off. A unique benefit of this control is that by turning the switch on to off, and then on to off again, you can disable the automatic ventilation operation. This switch must be grounded following the manufacturers specifications. For further information on the Smart Switch you can visit [www.Airecyclor.com](http://www.Airecyclor.com)

The above information is reflective of best practices and effective solutions noted during the in-progress site visits. This article does not endorse any product specifically. Agencies and contractors must find products which fit individual needs and meet ASHRAE requirements.

## WPN12-09—Incidental Repairs

DOE has addressed the use of and charging for incidental repairs in Weatherization Program Notice 12-09. As a result of WPN 12-09, IHCD has will need to re-visit the use of incidental repairs in Indiana.

- Each sub-grantee is reminded that incidental repairs, as defined by the DOE, are repairs necessary for the effective performance or preservation of weatherization materials.
- The cost of incidental repairs must be considered as part of the energy conservation measure (ECM) it is supporting in relation to the definition listed above. This means that for an incidental repair to be performed, the cost of doing so cannot push the ECM below a SIR of 1.
- Example: The ECM is insulating an un-insulated attic and subsequently fixing a roof leak around the masonry flue. Patching the leak around the masonry flue is the incidental repair. The cost of patching the roof leak cannot be so excessive that it makes insulating the attic fall out of being cost effective. So if you run NEAT for this example, the cost of the roof repair has to be included in the cost for insulating the attic so that both are considered together.
- As a result of WPN12-09, Indiana will need to amend our waiver audits to include cost limitations on incidental repairs tied to the measures contained within them. This must be completed by April 1, 2013, so more information will follow on this issue in the coming months.

IHCD encourages each WX Program Manager to visit <http://waptac.org/> for additional definitions, explanations and information pertaining to incidental repair use and charges.

## WPN12-10—Guidance for Returning Interested

### Earned to the DOE

- WPN 12-10 (<http://waptac.org/>) has been issued by the DOE to address the methods for returning interest earned funds to DOE. This program notice has been issued as a result of recent monitoring indicating that some grantees and sub-grantees are not returning or not following proper procedures to remit interested earned on Federal grant funds.
- The fact that IHCD operates on a reimbursement basis should limit the need for this guidance in Indiana. However, IHCD wishes to remind each sub-grantee that should circumstances arise where there is an excess of DOE funds, above and beyond normal reimbursement, that any interest accrued on those funds MUST be returned to the DOE in one of the ways described in WPN12-10.

## IWAP Update

Roeing has added a new button on your search screen to help you find clients weatherized by ARRA sub-grantees who served your service territory. Go into "Historic Clients" and click the button at the bottom of the screen named "All Providers". This will bring up all clients served. You will not be able to edit them but should be able to search for the client name/address, etc. to verify whether they have already been weatherized.

## Deadlines:

### July 31

#### Roeing Ad Hoc Training @ CASI

Contact Shonda Banner to register: [sbanner@ihcda.in.gov](mailto:sbanner@ihcda.in.gov)

### September 4

Last day to request a sale of a vehicle or XRF resourcing with 2012 LIHEAP grant funds

### September 30

End of LIHEAP Weatherization grant (all work must be completed and final inspected by this date)

### November 30

LIHEAP Close Out form due to IHCDA

## National Evaluation

Indiana has been notified that 14 of its community action programs have been selected to participate in an in depth survey covering the 2010 DOE program year (including ARRA production). Introductory packets will be mailed in mid-July to sub-grantees. A list of FAQs will be listed IHCDA's website and two webinars will be available late July for on-demand use.

## IHCDA's Website

IHCDA is working to split its current Weatherization website into two sites including a consumer and partner site. When this transition is complete, we will email out the website location for sub-grantee program managers and executive directors which will focus on policy, forms, and anything related to the management of the Weatherization program. The consumer side will be for clients interested in more information about the program or finding their local CAP to apply. This will roll out late summer or early fall.

## ARRA Overview

Thank you to all the sub-grantees for all the work to make ARRA and SERC grants a huge success. Below is a listing of final totals for clients, services and dollars expended. This summary covers the entire ARRA grant period of 2009-2012.

### ARRA

Total ARRA Units Completed	22,525
% Completed of Projected ARRA units	117%
Total People assisted with ARRA funds	50,130
Average Cost per ARRA Unit	\$4,387
Total ARRA measures installed	167,623

### SERC

Total SERC units completed	159
Total People assisted with SERC funds	355
Average cost per SERC unit	\$7,232
Total SERC measures installed	161

### OVERALL

Total ARRA and SERC funds expended in Indiana	\$132,864,872
% of Total ARRA and SERC grant award expended	99.74%
Total Jobs Created and Retained Hours Reported	1,464,894
Davis Bacon Certified Payrolls Submitted	31,242
ARRA Technical Monitorings performed	2,106
ARRA Files Monitored	1,536
ARRA Contractors Trained	2,546
ARRA Auditors Trained	134
ARRA Training Background Checks Performed	4,439

## OSHA-30 Hour Training

There have been questions and concerns sent to IHCDA regarding who should take the OSHA-30 Hour Training.

### Q. Do HVAC individuals working alone, who may not be an actual crew supervisor, need to take the OSHA-30 hour training?

A. *Section 609 of the Policy and Procedures Manual describes a crew supervisor as "an onsite supervisor monitoring and directing onsite work and safety practices". While individuals working alone are not supervising any one, they are still "directing onsite work and safety practices". Even when someone is working alone they are responsible for utilizing appropriate safety practices. As such IHCDA's decision is that it is necessary for these individuals to receive the OSHA-30 hour training to properly prepare them to work in a manner that provides for their safety, the safety of the client and the liability of the sub-grantee.*

- There have also been some misapplications of who should take the OSHA-30 hour training for the shell workers. The Crew Supervisor receiving the OSHA-30 hour training must be the responsible individual who is in charge of the job site while work is being performed. A Company Owner who is rarely or never on the job site will not meet IHCDA's requirement for the OSHA-30 hour training. IHCDA strongly encourages each sub-grantee to ensure that the appropriate individuals are receiving the OSHA-30 hour training.
- OSHA-30 Hour Training should be directed to Ray Judy [rjudy@ihcda.in.gov](mailto:rjudy@ihcda.in.gov)